



**EAST AREA (North East)**  
**STAFF SIDE REPRESENTATIVES AND MANGEMENT MEETING**  
**Thursday 4<sup>th</sup> October 2007 1000-1300 hours**  
**Conference Room, East Area HQ Ilford**

**Attendees:** Terry Williamson (Chair) Eddie Brand (Sector Rep, Romford), Jeff Endean (Shop Steward J3), John Whiting (Edm Complex Rep), Michael Heaslip (Chase Farm Complex Rep), Martin McTigue (AOM J3), Trevor Hubbard (AOM H3), Dave Smith (Becontree), Ian Lee (H&S Rep), Christine Haley (Bow RC), Steve Colhoun (AOM Romford), Gary Ralph (PLM East) and Samantha Jones (Notes)

**MINUTES**

<b>1.</b>	<b>Apologies for Absence (TW)</b>	
	Jason Killens, Hazel Smith, Paul Ward.	
	<b>Minutes of the Last Meeting (TW)</b>	
	Agreed as an accurate record of the meeting.	
<b>2.</b>	<b>Matters Arising from Previous Meetings (TW)</b>	
	o <b>Page 1 Item 8 – Vulnerable Adult / Child Protection Paperwork</b>	
	This issue has not yet been resolved. There are issues and concerns of EOC giving staff time to complete this paperwork. TW to talk to Cathy Rideout to resolve this problem. This item will be put on the agenda for the next meeting.	<b>TW</b> <b>SJ</b>
	o <b>Page 1 Item 9 – Fast Track Physio Trial in East Area</b>	
	A new provider of OHD will start on 1 <sup>st</sup> November 2007. There will be two main locations with many places locally.	
	o <b>Page 2 Item 13 – Paramedic Relief's</b>	
	Paramedics returning from courses are being sent to where the greatest need is. Paramedic vacancies to be prioritised. TW to speak with HS for an update and will email EB week commencing 8 <sup>th</sup> October 2007. TW to provide an update at the next Staff Side Meeting.	<b>TW</b> <b>HS</b>
	o <b>Page 2 Item 16 – Meal Breaks</b>	
	It is confirmed that meal breaks can be interrupted Red 1, 2, 3. This rests with EOC AOM's or Operation Centre Managers.	
	o <b>Page 2 Item 17 – Manual Handling Policy</b>	
	This item will be taken to the A&E Sub Committee.	<b>TW</b>
<b>3.</b>	<b>Transfer Register (CH)</b>	
	The Transfer Register was handed out. CH suggests that this now needs updating. To be raised at next complex meeting. All movements in the transfer register needs to be reported correctly. CH to be invited to future meetings to answer any queries that may arise.	<b>SJ</b>
	o Everyone who wants to transfer needs to put in a Transfer request form.	
	o Paramedics need to put in transfers requests when going onto a relief line.	
	o EMT to Paramedic - goes on another list.	
<b>4.</b>	<b>Urgent Items not on the Agenda (All)</b>	
	o Make Ready – Vehicles are not being cleaned properly. Feedback Forms must be completed by staff every time. TW to ask DH to contact JE re. problems.	<b>TW</b> <b>DH</b>

	<ul style="list-style-type: none"> <li>○ Staff Safety - Police. – Ad hoc problems solved a.s.a.p. locally. Regular forums are held to discuss issues with police.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ High Risk addresses – AOM's raise this and review at complex meetings currently.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ FR Co-Ordinators requires 12 hours off a month for duties. AOM's should get an email from DD Ops with this information soon.</li> </ul>	
<b>5.</b>	<b>Update on New Front End Model (TW)</b>	
	There is a project currently undertaken of increasing CRU's and MRU's numbers by early 2008. Information of this was issued in the recent Bulletin.	
<b>6.</b>	<b>Update on Financial situation for 07/08 (TW)</b>	
	11 million shortfall in budgets	
<b>7.</b>	<b>Bank Holidays (JE)</b>	
	EB is awaiting an answer from the staff council in regards to back pay owed to staff. EB to feedback at the next meeting.	<b>EB</b>
<b>8.</b>	<b>Stand-by times (JW)</b>	
	There is no where in writing to state the stand-by times. TW suggested being flexible at station locally, to discuss this at complex level and agree at both sides. To bring answers at the next meeting to come up with something better to take to EOC. In the mean time TW to check if there are actual times noted. If agreement cannot be reached on complex the default position for stand by times is 0800 to 2200hrs	<b>AOM's</b> <b>TW</b>
<b>9.</b>	<b>Managing Attendance (JE)</b>	
	It is felt that the MAP is still not being used fairly and staff's perception of the MAP is a punishment. It was stressed that the MAP was in place to manage attendance and not to punish staff. The 12 month review period is consistently applied across the service. Health & Safety Reps felt that they are not getting involved. The MAP to be discussed at the next meeting with Greg Masters or HS.	<b>SJ</b> <b>GM/HS</b>
<b>10.</b>	<b>Tech 4 Training (JW)</b>	
	There are currently no block EMT4 courses planned. There is also no decision of modular EMT4 training yet. EMT4 payment is protected.	
<b>11.</b>	<b>EMT1 Back Pay (MH)</b>	
	This issue is to be discussed with Greg Masters. SC to arrange meeting with GM.	<b>SC</b>
<b>12.</b>	<b>Christmas Leave (JW)</b>	
	Regarding reserve annual leave list at Edmonton. 10% rule in the last 4 weeks up until Christmas means the reserve list may never be used. To take to the A&E Sub committee.	<b>TW</b>
<b>13.</b>	<b>ALO at Queens (EB)</b>	
	The role of ALO was discussed. The role is extended for a further two months to collate more information needed for the final report.	
<b>14.</b>	<b>Buckhurst Hill (JE)</b>	
	Regarding proposed move, as in Billet. MM has a report that confirms the move and has this available. Apologies in not sharing this information. A meeting has been arranged to feedback. Issue to be addressed at the H&S meeting.	
<b>15.</b>	<b>Receipt of complex meeting notes and unresolved issues</b>	
	<ul style="list-style-type: none"> <li>○ Chase Farm (PW) – No issues</li> <li>○ Edmonton (JW) – Meeting noted received, thank you. No issues.</li> <li>○ Romford (SC) – No issues</li> <li>○ Whipps Cross (MM) – No issues</li> </ul>	
<b>16.</b>	<b>Matters to refer to the A&amp;E Sub Committee (TW)</b>	
	Item 12 Christmas Leave.	
	<b>Date of next meeting</b>	
	<b>Friday 7<sup>th</sup> December 2007 @ Ilford Conference Room 1000 – 1300 hrs.</b>	

*to be approved at next meeting*